

## **SPRING CITY BOROUGH COUNCIL MEETING**

**April 4<sup>th</sup>, 2016 - 7:00 P.M.**

### **CALL TO ORDER:**

President DiGuseppe called the council meeting to order and led Council in the Pledge of Allegiance to the Flag.

### **ATTENDANCE:**

The following members were present: Councilmen Battelle, Bauman, Castor, DiGuseppe, Shaner, Sweeney, Mayor Weiss, Solicitor Romain, and Borough Manager Rittenhouse.

### **APPROVAL OF THE MINUTES:**

Mr. Battelle motioned to approve the minutes of the March 7th, 2016 council meeting. Mr. Shaner seconded. Motion carried.

### **MAYOR:**

Mayor Weiss reported he attended twenty (20) basketball games involving the Spring-Ford High School boys and girls and the 9<sup>th</sup> grade boys and girls.

Other events that the mayor attended were the Spring-Ford Musical "Annie Get Your Gun", a Spring-Ford Rotary Benefit, (proceeds went to the Spring City Library and the Spring City Pool), a rotary event at the Linfield National Golf Club and a Becky Corbin Forum at the Flag House.

### **COMMITTEE REPORTS:**

**STREETS AND UTILITIES:** Mr. Rittenhouse gave the following Streets Department Report for the month of March, 2016. **TRASH DISPOSAL** - 103.1 tons of refuse was hauled to the Lanchester Landfill by Reams Disposal from February 22<sup>nd</sup> through March 21<sup>st</sup>. **RECYCLING** - Twenty-one pick-up truck loads of bagged yard waste were collected at curbside during the month. One load of scrap metal weighing 540 pounds was transported to Phoenixville Scrap on March 15<sup>th</sup>. **MAINTENANCE** - The flags were reinstalled on the street lamp posts on North Main Street and East Bridge Street. **Brown Street Park** - Reinstalled the nets at the tennis courts. Replaced boards on the benches and picnic tables. Installed two new barbecue grills. Replaced some shingles and made repairs to the roof on the pavilion. Summerized the pool building. Trimmed back trees around the pool fence and open space areas. **STREET WORK** - Routinely cleaned various storm water inlets throughout the borough. Applied cold patch material on the following alleys: Orchard, Plum, Schoolhouse, and Airy. Cleaned a drainage area along South Main Street and capped an old pipe. The Borough wide street sweeping is scheduled for May 4<sup>th</sup> and 6<sup>th</sup>.

**SANITATION AND SURFACE WATER:** Mr. Shaner reported the average daily flow at the plant for the month of March was 316,000 gallons per day. The maximum flow for the month occurred on March 2<sup>nd</sup>, and was recorded at 493,000 gallons. During the month the effluent meters were calibrated by LRM. Eastern Environmental Contractors replaced the power supply in the Programmable Logic Control (PLC) on March 18<sup>th</sup>. Also, Eastern replaced a seal and one of the bearings on the gearbox for the secondary clarifiers. The Chapter 94 Municipal Wasteload Management Annual Report for 2015 was prepared by Environmental Engineering & Management Associates and submitted to PA DEP on March 31<sup>st</sup>.

### **POLICE:**

Mr. Sweeney read the police report for March, 2016 as follows: accidents 10; alarms 6; all other reports 1; animal complaints 1; burglary 3; death unattended 1; disorderly conduct/disturbing the peace/domestic 7; disturbances/domestic/juvenile/fights/others 10; drugs/drug equipment 2; false reports to LE 1; found article 7; fraud 1; harassment 3; lock out services 3; mental health 1; medical emergency 21; all traffic incidents 24; non-criminal reports 20; non-criminal suspicious auto 1; parking complaints 3; police information received 10; resisting arrest 1; SCB Ordinance-Soliciting 1; service call 5; simple assault 1; sudden deaths 4; suspicious person 2; suspicious circumstances/person 16; theft reports 15; trespassing 2; unauthorized use of MV 1; warrants 2; wires 1 well being check 12. **Arrests:** traffic - 20; criminal - 4; court hours 28; parking tickets 2; speeding tickets 12; non-traffic citations 2. **Assisted other departments:** 5. **Mileage traveled during the month of March:** Car 14-1 (2015 Dodge) 1,278 miles, Car 14-2 (2014 Dodge) 1,406 miles which made a total of 2,684 miles. **Gas used during the month of March:** Car 14-1 (2015 Dodge) 165.720 gallons and Car 14-2 (2014 Dodge) 148.040 gallons which made a total of 313.760 gallons of gas used during the month.

### **FINANCE & ORDINANCE:**

Mr. DiGuiseppe reported the Finance & Ordinance Committee met on March 23<sup>rd</sup> and discussed the new police contract, a grant application for signage and sidewalks in conjunction with the Schuylkill River Trail, a parking area for the Schuylkill River Trail, and a letter to our Wastewater Treatment Plant engineers requesting documentation for their monthly visits.

### **ZONING, HOUSING & PROPERTY:**

Mr. Rittenhouse reported there were (8) building permits issued during the month of March, 2016. Vienita Straton, 207 Walnut Street, reline chimney, David Isanski, 147 S. Wall Street, new shower stall; Eric Sawchuk, 54 N. Church Street, reline chimney; Greg Schultz, 218 Chestnut Street, electric; Greg Schultz, 218 Chestnut Street, plumbing; Greg Schultz, 218 Chestnut Street, adding bathroom & renovations; Greg Schultz, 218 Chestnut Street, roof; Peg Galambos, 531 New Street, repair sewer line. The estimated cost of construction for the month of March, 2016 was \$45,300. Permit fees collected for the month of March, 2016 was \$828.00.

### **PARKS & RECREATION:**

Mr. Sweeney informed council that on March 26<sup>th</sup>, Councilors DiGuiseppe, Kern, Battelle, Shaner, Sweeney, and Castor attended the Spring City Easter Egg Hunt at the Brown Street Park. The event was well attended and received positive feedback. He thanked the Spring City Police Department, Joanie Bickley, the residents at the Bard Center, and Troop Four for their assistance.

Also, he noted that the Spring City Arbor Day Tree Giveaway will take place at the Spring City Library, 245 Broad Street, on April 30<sup>th</sup>.

### **FINANCIAL REPORTS:** (Enclosed)

### **APPROVAL OF REPORTS:**

Mr. Shaner motioned the committee reports be approved as presented. Mr. Battelle seconded. Motion carried.

### **PUBLIC COMMENT:**

Darlene Umstead, 114 Pikeland Avenue, addressed council regarding her concerns with outdoor burning being done in a burning pit at residences located at 406 and 408 South Main Street.

# ADMINISTRATOR'S REPORT FOR THE MONTH OF:

MARCH, 2016

The following figures represent the balance in each Department as appropriated in the 2016 Budget.

## GENERAL GOVERNMENT

### % UNSPENT

General Government	\$ 129,188.28	77%
Protection to Persons and Property	\$ 367,413.08	74%
Planning, Zoning and Housing	\$ 110,876.24	93%
Streets and Highways	\$ 359,952.61	76%
Street Repaving	\$ 188,600.00	100 %
Parks and Recreation	\$ 25,114.22	100%
Insurance	\$ 46,681.00	100%
Street Lighting	\$ 41,109.45	76%
Library	\$ 14,200.00	100%
Liberty Fire Company	\$ 22,100.00	100%
Association Dues and Expenses	\$ 2,158.45	99%
Building and Property	\$ 33,998.09	98%
1% Tax Collection	\$ 3,579.80	74%
OPT Tax Collection	\$ 215.48	87%
Workers' Compensation	\$ 31,783.57	74%
Engineering and Consulting	\$ 33,682.00	92%
CRP Grant – Consulting	\$ 49,887.82	95%

## SEWER ACCOUNT

\$1,718,220.03 89%

This report reflects all wages and bills paid through March 31, 2016.

# Tax Collector's Monthly Report to Taxing District

Taxes Included OCCUPATION TAX / BOROUGH PER CAPITA / SPRING CITY BOROUGH TAX

For The Month of : 2/23/2016 00:00:00 To 3/26/2016 23:59:59

A. Collections	Municipal/County			School			Per Capita	Others	Totals
	Current	Interim	Other	Current	Interim	Interim/Other			
1. Balance Collectable -Beginning of the Month	\$446,784.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,025.00	\$7,963.75	\$461,772.84
2A. Additions: During the Month	\$0.00	\$52.82	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$37.50	\$155.32
2B. Deduction: Credits During the Month from 17									
3. Total Collectable	\$446,784.09	\$52.82	\$0.00	\$0.00	\$0.00	\$0.00	\$7,090.00	\$8,001.25	\$461,928.16
4. Less: Face Collections for the month	\$176,820.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,150.00	\$2,148.75	\$181,119.52
5. Less: Deletions from the List	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$350.00	\$417.50	\$767.50
6. Less: Exoneration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6.25	\$6.25
7. Less: Liens/ Non-lienable Installments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Balance Collectable -End of the Month	\$269,963.32	\$52.82	\$0.00	\$0.00	\$0.00	\$0.00	\$4,590.00	\$5,428.75	\$280,034.89
B. Reconciliation of Cash Collected									
9. Face Amount of Collections - Must agree with line 4	\$176,820.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,150.00	\$2,148.75	\$181,119.52
10. Plus: Penalties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11. Less: Discounts	\$3,536.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$43.00	\$43.92	\$3,623.23
12. Total Cash Collected Per Column	\$173,284.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,107.00	\$2,104.83	\$177,496.29
13. Total Cash Collected All Columns									

# C. Payments of Taxes

## 14. Amount Remitted During the Month

Date	Transaction #	Amount
02/23/2016		\$8,024.69
02/24/2016		\$3,222.94
02/26/2016		\$6,196.96
03/01/2016		\$6,182.48
03/02/2016		\$3,129.63
03/03/2016		\$3,571.46
03/04/2016		\$5,333.17
03/07/2016		\$9,765.34
03/09/2016		\$5,361.05
03/10/2016		\$5,997.16
03/11/2016		\$6,740.80
03/14/2016		\$11,200.68
03/16/2016		\$14,939.95
03/17/2016		\$4,190.65
03/19/2016		\$3,802.47
03/21/2016		\$6,367.87
03/24/2016		\$46,240.18
03/25/2016		\$28,452.69
	TOTAL	\$178,720.17

## 15. Amount Paid with this report Applicable to this reporting Month

TOTAL

16. Total Remitted this Month \$178,720.17

TOTAL

## 17. Total Other Credits and Adjustments

Parcel #	Name	Amount
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Mary Joy 03-28-16  
 Tax Collector Date  
 I Verify this is a complete and accurate reporting of the balance collectable, taxes collected and remitted for the month  
 Received by (taxing district) Dennis Peterson  
 Title: Manager Date: 4/4/16

18. Interest	ings (If applicable) \$	Taxing District Use (Optional)
Carryover from Previous Month		
Amount Collected this Month		
Less Amount Paid This Month		
Ending Balance		

The Report of the Treasurer of the Borough of Spring City, PA at the close of business March 31, 2016

Balance as of last report	\$3,027,201.28
CD Purchased	\$ 87,100.83
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	\$3,114,302.11

Deposits Sec'y Office – General Fund

Berkheimer Associates – E.I.T.	\$ 50,156.00
Berkheimer Associates – O.P.T.	\$ 340.00
Trash Collection Fees	\$ 41,111.44
Trash Certs	\$ 120.00
Liquor License Fee	\$ 600.00
Sale 2011 Police Vehicle	\$ 6,356.00
Bulk Pick Ups	\$ 250.00
Local Fines	\$ 1,267.99
County Fines	\$ 88.94
Utility Permits	\$ 20.00
Interest	\$ 14.65
Realty Transfer Tax	\$ 1,279.49
Liens - Attorney Fees	\$ 750.00
Liens - Costs	\$ 54.00
Liens - Penalty	\$ 81.84
Liens - Interest	\$ 543.13
Building Permits	\$ 828.00
U & O Inspections	\$ 600.00
Accident Reports	\$ 30.00
Parking Tickets	\$ 280.00
Soliciting Permits	\$ 40.00
TOTAL DEPOSITS TO GENERAL FUND	\$ 104,811.48

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DEPOSITS TO OTHER ACCOUNTS

PLGIT	\$ 24.92
Street Lighting Fund – Intra Fund	
Transfer	\$ 16,000.00
Gasoline Tax Fund – Act 655 State	
Allocation	\$ 87,100.83
TOTAL DEPOSITS OTHER ACCOUNTS	\$ 103,125.75
TOTAL DEPOSITS TO ALL ACCOUNTS	\$ 207,937.23

\$ 207,937.23
\$3,322,239.34

**WITHDRAWALS**

By Orders #1361-1362 Street Lighting Fund	\$ 4,432.64
By Orders #1037 Gasoline Tax Fund	\$ 87,100.83
By Orders #10166-10167 Non-Uniform Employee Pension Fund	\$ 1,357.78
By Orders #1722-1725 Park & Recreation Fund	\$ 210.78
By Orders #13216-13255, 28082-28121 General Fund	\$109,528.16
<b>TOTAL WITHDRAWALS</b>	<b>\$202,630.19</b>

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**Balance On Account – General Fund**

Checking	\$ 104,861.77	
Certificate	\$1,495,000.00	\$1,599,861.77
<b>Balance On Account – Motor Equipment Fund</b>		
Checking	\$ 1.00	
Certificate	\$ 124,226.02	\$ 124,227.02
<b>Balance On Account – Street Lighting Fund</b>		
Checking	\$ 23,840.04	\$ 24,840.04
<b>Balance On Account – Gasoline Tax Fund</b>		
Checking	\$ 1.00	
Certificate	\$ 436,417.21	\$ 436,418.21
<b>Balance On Account – Park &amp; Recreation Fund</b>		
Checking	\$ 4,060.87	
Certificate	\$ 24,644.74	\$ 28,705.61
<b>Balance On Account – Non-Uniform Employee Pension Fund</b>		
Checking	\$ 5,395.90	
Certificate	\$ 718,430.20	\$ 723,826.10
<b>Balance On Account- Police Motor Equipment Fund</b>		
Checking	\$ 1.00	
Certificate	\$ 10,147.36	\$ 10,148.36
<b>Balance On Account- PLGIT Capital Reserve Fund</b>		
	\$ 122,428.17	\$ 122,428.17
 <b>Balance On Account</b>		
		\$ 3,070,455.28
		\$ 3,322,239.34

Respectfully submitted



Florence M. Watts



The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business March 31, 2016

SEWER FUND #2

Balance as of last report	\$ 3,850,924.99	
CD Deposited	\$ 40,000.00	
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	\$3,810,924.99	\$3,810,924.99

Deposits

Sewer Rent	\$ 36,753.99	
Interest	\$ 311.94	
Sewer Certs	\$ 50.00	
CD Deposited	\$ 40,000.00	
Liens - Attorney Fees	\$ 500.00	
Liens - Costs	\$ 54.00	
Liens - Penalty	\$ 81.85	
Liens - Interest	\$ 718.79	
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	\$ 78,470.57	\$ 78,470.57
		\$3,889,395.56

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WITHDRAWALS

By Orders #7472-7493, 21629-21638		\$ 86,242.56
Balance On Account	\$ 88,153.00	
Certificate	\$3,715,000.00	\$3,803,153.00
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		\$3,889,395.56

Respectfully submitted



Florence M. Watts

The Report of the Treasurer of the Borough of Spring City, Pa. at the close of business March 31, 2016

POLICE PENSION FUND

Balance as of last report

Checking	\$ 12,545.37
Certificate – PNC Bank	\$ 507,527.48
Certificate - Phoenixville Federal Bank	\$ 39,210.04
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	\$ 559,282.89

Deposits

Interest Certificate Phoenixville Federal Bank	\$ 89.75
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\$ 559,372.64

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Withdrawals:

By Orders 2088-2089	\$ 3,431.79
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Current Balance On Account

Checking	\$ 9,113.58
Certificate PNC Bank	\$ 507,527.48
Certificate Phoenixville Federal Bank	\$ 39,299.79
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	\$ 555,940.85

\$ 559,372.64

Respectfully submitted



Florence M. Watts

## **UNFINISHED BUSINESS:**

### **1. Approval of the 2015-2018 Police Contract.**

Mr. Battelle motioned to approve the Spring City Borough Police Contract for the years 2015-2018 as presented to Borough Council. Mr. Shaner seconded. Motion carried.

## **NEW BUSINESS:**

### **1. Resolution - Designation of Agent to Sign FEMA Documents for Snowstorm Assistance Funds.**

Mr. Shaner motioned to adopt Resolution No. 2016-04 which states that Borough Council authorizes Dennis Rittenhouse to execute all paperwork on behalf of Spring City Borough for FEMA funding assistance for the snowstorm event of January 22-24, 2016. Mr. Battelle seconded. Motion carried.

### **2. Schuylkill River Trail Parking Area.**

Mr. Rittenhouse reported that he recently met with David Stauffer from the Chester County Department of Facilities and Parks to discuss the county's plans for a proposed parking area (10-12 spaces) on the east side of the Schuylkill River Trail south of Gay Street.

The proposed lot would involve improvements to Borough property along Gay Street so the county will be seeking borough approval to build the parking area and to enter into some type of agreement which would assign construction and maintenance responsibilities to the county facilities and parks department.

Council had no objections to this proposal and will review any necessary agreements as the project proceeds further.

### **3. Resolution Authorizing a CRP Grant Application to Make Improvements for Main Street Connections to the Schuylkill River Trail and the Schuylkill River.**

A discussion was held on the submittal of a 2016 Community Revitalization Program (CRP) Grant Application. It was decided to submit an application to apply for funds to connect Main Street to the county's Schuylkill River Trail and Trail Head Parking Lot.

Mr. Battelle motioned to adopt Resolution No. 2016-05 which authorizes the filing of an application for Chester County Community Revitalization Grant Program Assistance for signage and sidewalk improvements on Gay and Main Streets. Mr. Castor seconded. Motion carried.

## **READING OF THE PAYMENT OF THE BILLS:**

**GENERAL ACCOUNT:** (OFFICE) PECO \$371.35; H.A. Berkheimer \$640.50; Action Data Services \$1,037.21; Flexible Benefits Plans, Inc. \$1,310.91; Baer Romain, LLP \$300.00; Wrigley's \$54.87; American Retirement Life \$1,214.27; A.T.&T. \$50.78; Verizon \$168.74; CIGNA \$121.00; PAW \$24.94; Staples \$326.43. **TOTAL:** \$5,621.00. (STREETS) Chester County Solid Waste Authority \$6,495.93; Flexible Benefits Plans, Inc. \$4,718.73; A.J. Blosenski, Inc. \$3,192.10; Wensel's \$4,441.41; Mowrey-Latshaw \$207.32; Oehlert Bros. Inc. \$365.64; AirGas \$221.25; Sherwin-Williams \$530.50; Reams Disposal \$6,989.85. **TOTAL:** \$27,162.73. (POLICE) YIS/Cowden Group, Inc. \$130.50; Flexible Benefits Plans, Inc. \$5,430.16; PAW \$650.30; Oehlert Bros. Inc. \$425.60; Baer Romain, LLP \$168.00; deCorde Automotive \$122.56; H&F Tire Service \$368.00; Advance Auto Parts \$12.99; Galls \$65.73; Verizon \$297.22; Staples \$760.18; Jon W. Daywalt \$625.00; Crystal Springs \$5.52; Metropolitan Communications, Inc. \$5,685.00. **TOTAL:** \$14,746.76.

**SEWER ACCOUNT:** M.J. Reider Associates, Inc. \$1,532.00; PECO \$2,468.37; Eastern Environmental Contractors, Inc. \$737.90; Flexible Benefits Plans, Inc. \$2,141.33; Mowrey-Latshaw \$90.65; PA One Call System, Inc. \$9.02; Oehlert Bros. Inc. \$47.99; PAW \$107.89; J.C. Ehrlich Company, Inc. \$54.00; FEMA \$13,274.76; Baer Romain, LLP \$1,464.00; Buckman's Inc. \$558.00; AT&T \$32.50; deCordre Automotive \$235.08;

Verizon \$189.06; Levensgood Septic Services, Inc. \$1,684.80; A.J. Blosenski, Inc. \$525.00; Crystal Springs \$7.25.  
TOTAL: \$25,159.60.

**STREET LIGHTING FUND:** PECO \$3,834.16. TOTAL: \$3,834.16.

**BUILDING & PROPERTY FUND:** Denny Electric Supply \$244.80; Crystal Springs \$21.64. TOTAL: \$266.44.

**PARKS & RECREATION FUND:** Tague Lumber \$20.24; Sherwin-Williams \$44.82. TOTAL: \$65.06.

**PLANNING, ZONING & HOUSING FUND:** Baer Romain, LLP \$1,356.00; Motley Associates, Inc. \$2,283.50; Thomas P. Corcoran, Court Reporter \$1,125.00. TOTAL: \$4,764.50.

**WORKERS' COMPENSATION FUND:** AmeriHealth Casualty Services \$2,603.00. TOTAL: \$2,603.00.

**ENGINEERING & CONSULTING FUND:** Mockenhaupt Benefits Group \$6,878.00. TOTAL: \$6,878.00.

Mr. Shaner motioned the bills be approved for payment as read. Mr. Sweeney seconded. Motion carried.

**ANNOUNCEMENTS:**

Mr. DiGuiseppe announced the following meetings are scheduled for the month of April, 2016: **Sewer Committee**, Thursday, April 14<sup>th</sup>, 6:30 p.m.; **Planning Commission**, Wednesday, April 20<sup>th</sup>, 7:00 p.m.; **Parks & Recreation**, Thursday, April 21<sup>st</sup>, 6:00 p.m.; **Police Committee**, Thursday, April 21<sup>st</sup>, 6:30 p.m.

The May Borough Council meeting will be held on Monday, May 2<sup>nd</sup>, 7:00 p.m.

Also, all of council was invited to attend the school board meeting at Spring-Ford High School on April 13<sup>th</sup>.

**EXECUTIVE SESSION:**

Mr. DiGuiseppe stated there will be a five minute recess and then council will go into executive session to discuss real estate matters and the conditional use hearing.

Mr. DiGuiseppe called the regularly scheduled council meeting back to order.

**ADJOURNMENT:**

Mr. Shaner motioned the meeting be adjourned as there was no further business to come before Borough Council. Mr. Battelle seconded. Motion carried.

Respectfully submitted,

Dennis Rittenhouse